

BBQ & Bluegrass



JULY 10, 2010

WILLOW MILL PARK

80 Willow Mill Park Road

Mechanicsburg, PA 17050

717.766.0178 / Fax: 766.1696

www.silverspringtwp-pa.gov

kaowens@silverspringtwp-pa.gov

GET INVOLVED IN A COMMUNITY EVENT

This event is hosted by the Parks and Recreation Department for Silver Spring Township and will be held on **Saturday, July 10, 2010** from 5 pm – Sunset at Willow Mill Park in Mechanicsburg. If you would like to be a part of the event, please review and complete the following information requested. This is simply an application and not a guarantee that you will receive a space at this year's event. This event will be held rain or shine.

Application Deadline: July 2, 2010

Entries must include:

- ✓ Completed Vendor Application
- ✓ Payment (payable to Silver Spring Township)
Entry Fee will be returned in the event you are not selected. Otherwise, no refunds will be issued.

Send entries to:

Silver Spring Township
Attn: Parks and Recreation Dept.
6475 Carlisle Pike
Mechanicsburg, PA 17050

Questions:

717.766.0178
kaowens@silverspringtwp-pa.gov
Fax: 717.766.1696
Web: www.silverspringtwp-pa.gov



Set-up

- ◆ Set-up begins at 3:30 pm. Please be completely set-up by 4:45 pm.
- ◆ Tear down after the last performance.
- ◆ Absolutely NO vehicles are permitted to travel through the grounds between 5 pm and 9 pm.
- ◆ If you must park your vehicle at your space, please contact the Parks and Recreation Department Staff at 717.766.0178. It is not guaranteed that we can fulfill the request. Otherwise, vehicles are not permitted in any area other than the designated parking lots.
- ◆ Silver Spring Township is not responsible for any lost, stolen and/or damaged property or goods.
- ◆ You are responsible for cleaning up your own space.
- ◆ Vendors are responsible for their own tables, chairs, tablecloths, canopies and other amenities for the day.
- ◆ All excess stock, wrapping materials, bags, and boxes must be stored out of sight.

Rules & Regulations

- ◆ Crafts are defined as only handmade items made by the booth holder and submitted to and approved by the Recreation Department.
- ◆ Booths will be assigned on a first come basis.
- ◆ There are no refunds if you elect to cancel your application, unless you are not selected to participate.
- ◆ No person shall possess or sell the following: Alcohol, illegal and/or prescription drugs, fireworks, knives, num chucks, obscene materials, string spray, weapons of any kind, including toy weapons.
- ◆ Absolutely NO vehicles parked on Park Grounds, unless previously approved by the Parks and Recreation Department Staff.
- ◆ The event will occur rain or shine. Please be prepared. No refunds due to inclement weather.
- ◆ No spaces are to be subleased and/or given away. Encroachment on spaces not assigned to you is not permitted.
- ◆ Entertainers must set-up based on performance time. This should be coordinated with the Parks and Recreation Department Staff. We do not provide sound equipment, but will assist with set-up at your request.

BBQ & BLUEGRASS

Vendor Application

July 10, 2010
Willow Mill Park

This application is subject to the approval of the Parks and Recreation Department Staff.

General Information

Applicant

Name of Group/Individual _____
Contact Person _____ Primary Phone _____
Address _____ Secondary Phone _____
City _____ State _____ Zip _____
E-mail _____ Web Site _____ Link Us Y / N

Type of Service

_____ Arts/Crafts _____ Food _____ Display _____ Entertainment _____ Community

Description

All items for sale or display must be listed specifically below; include name brands, etc. Crafts to be displayed for sale must be handmade. We request that the artist be present.

Proposed Menu

List in detail each item for sale and include prices.

Vendor Space

\$20 per 10' X 10' Space # Vendor Spaces needed: _____ X \$20 = _____ Please bring a canopy/tent for your space!
Electric needed: _____ outlets _____ amps Electric available, but limited. Extension Cords are not provided.

Payment Method

Cash Amount: _____ Check Amount: _____ Ck # _____ *Make checks payable to "Silver Spring Township"*
Credit Card: ☐ Discover ☐ American Express ☐ MasterCard ☐ Visa
CREDIT CARD # _____ EXPIRATION DATE _____

Hold Harmless Agreement

The Silver Spring Township Parks and Recreation Department has explained the format of the event and I understand and accept the expectations, as outlined. I agree to abide by the Festival procedures, policies and financial commitments, as previously defined. I am aware that this is an outdoor event, planned and prepared for the general public, to be located at Willow Mill Park, which is a rustic setting. The Township will make every effort to provide a safe, clean environment for the event but cannot insure against unforeseen weather conditions, incidents and/or accidents.

I shall defend, hold harmless and indemnify the Township of Silver Spring, against all expenses, liabilities and claims of every kind, including reasonable counsel fees, by or on behalf of any person or entity (including, but not limited to the organization, its members, participants, spectators and other third parties) arising out of the negligence, reckless or intentional conduct of the vendor conducted on or around the premises to which this agreement pertains.

Applicant's Signature

Today's Date

Organization Name (if applicable)

Silver Spring Township
Department of Parks and Recreation
6475 Carlisle Pike, Mechanicsburg, PA 17050
Office: 717-766-0178 Fax: 717-766-1696
www.silverspringtwp-pa.gov
Director: Jeff Williams - jwilliams@silverspringtwp-pa.gov
Assistant Director: Kristy Owens - kaowens@silverspringtwp-pa.gov